**PLEASE COMPLETE ALL SECTIONS   
OF THE APPLICATION FORM.**

**IF YOU REQUIRE THIS FORM IN A DIFFERENT FORMAT PLEASE CONTACT** [**recruitment@royalexchange.co.uk**](mailto:recruitment@royalexchange.co.uk) **or**

**0161 615 6704.**

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| **POST APPLIED FOR** | **VISITOR EXPERIENCE ASSISTANT (VEA)** |

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| **PERSONAL DETAILS** | | | | |
| Name |  | | Title |  |
| Preferred pronouns |  | | | |
| Address |  | | | |
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|  | | | |
|  | | | |
|  | Postcode |  | |
| Contact number(s) |  | | | |
| Email address |  | | | |

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| **REASONS FOR APPLYING** (please say what interests you about the role)-**200 words max** |
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| **ESSENTIAL CRITERIA.** Please explain why you think your skills and experience match the essential criteria listed in the job description (and give examples if you can). **You do not have to write in full sentences. We are very happy to accept bullet points.** |
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| **DESRIABLE CRITERIA** – If applicable, please tell us here if you meet any of the Desirable criteria, or write down anything else you’d like to tell us. |
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| **PRESENT &** **PREVIOUS EMPLOYMENT RELEVANT TO THIS ROLE** (please list in date order any employment experience you may have which is relevant to this role - giving dates, post, employer, an indication of main duties). |
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| **QUALIFICATIONS & TRAINING** (please give details of any qualifications and training you may have that is relevant to this role) |
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| **DO YOU REQUIRE ANY ADAPTATIONS TO PARTICIPATE FAIRLY IN THE RECRUITMENT PROCESS?** (Any information you provide here will not form part of the shortlisting process.) |
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| **DO YOU CONSIDER YOURSELF TO BE DEAF/DISABLED?** |
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| **DO YOU CONSIDER YOURSELF TO HAVE A LONG-TERM MEDICAL CONDITION?** |
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| **REFERENCES - please tick**  **the box if you do not**  **want your referee to be**  **contacted prior**  **to interview.** | Referee one must be your current or most recent employer, or if you have not been in paid employment the head of your training establishment and/or a representative of a voluntary organisation with which you have been involved. | |
| Referee One | Name |  |
| Position |  |
| Address |  |
|  |
|  |
|  |
| Telephone |  |
| Email |  |
| Relationship to you |  | |

|  |  |  |
| --- | --- | --- |
| Referee Two | Name |  |
| Position |  |
| Address |  |
|  |
|  |
|  |
| Telephone |  |
| Email |  |
| Relationship to you |  | |

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| **HOW DID YOU HEAR ABOUT THIS VACANCY?** |
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| **PRIVACY NOTICE** |
| At the Royal Exchange Theatre, your personal privacy is important to us. Under EU GDPR regulations, we collect and process personal data in order to administer your application.  If you would like more information in relation to how we collect, store, manage, process, and protect your personal information, please visit our website using the following link: <https://www.royalexchange.co.uk/privacy-notice> . |

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| **DECLARATION** | | | |
| I declare that the information contained in this application is correct to the best of my knowledge and understand that any false statement, or omission, may result in my application being withdrawn or my appointment being terminated. Initially this information will be used for all purposes relating to the selection process and may be disclosed to those members of the Royal Exchange Theatre who have a need to see it. For the successful candidate, the information will form part of their confidential, personal record. In the case of unsuccessful candidates, the data will be destroyed after six months. | | | |
| **SIGNED** |  | **DATE** |  |

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| **EMAIL COMPLETED FORM TO:** |
| recruitment@royalexchange.co.uk |